



# Employment Opportunity

## Branch Manager

Full Time

Corporate Parkway Branch, Wentzville, MO

The Corporate Parkway Branch is seeking a Branch Manager to provide leadership and support for one of our busiest locations. The Branch Manager will assist in the planning, organizing, administering, coordinating and reviewing of library classes, events, activities and services. This position will not only provide leadership and support to this location but work collaboratively with other branch locations and the Library administrative leadership. The ability to communicate effectively with staff at all levels and to prioritize and implement solutions are a requirement of this position. This position will be responsible for defining and establishing positive customer experiences and developing staff to be successful.

### Requirements:

- **Master of Library Science degree from an ALA-accredited program, required.**
- **Three years of library management experience required.**
- **Extensive knowledge of the functions of public libraries, including operations and technologies.**
- **Excellent communication, technology knowledge and organizational skills are required along with the ability to work as part of a team and positively interact with customers and staff.**
- **Ability to manage, train and direct the work of staff and volunteers.**

**Schedule:** *Monday through Friday day shifts, with one weekday evening required. Saturday and Sunday shifts required as assigned.*

We offer a full benefit package which includes medical, vision and dental and life insurance, retirement plan, deferred compensation (457) plan, Flexible Spending Account (FSA) and generous time off. Pay rate is per \$59,788.70

The St. Charles City-County Library is a Kaleidoscope of Discovery! Our branches are located in some of the fastest growing communities in Missouri, and we are poised to grow right along with them. The future looks bright. Join us!

For priority consideration submit a [SCCCL Application](#), cover letter and resume to any branch, or email application materials to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or send to SCCCL, Human Resources Department, P.O. Box 529, St. Peters, MO 63376 by the priority deadline of **Monday, January 23, 2023**. Application materials will be accepted until the position is filled or an acceptable number of qualified candidates have been received.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

1/13/23-1/23/23

**Please see the following job description for more information.**

**Description Number: 221**

**Position Title: Branch Manager**

**Salary Grade: 22**

**FLSA Classification: Exempt**

**Reports To: Regional Branch Manager**

**Revision Date: 08.22.2022**

### **Position Summary**

Manage the daily operations of a Branch Library within the policies and procedures set by the Library. Responsible for implementing public service, programs, collection maintenance, facility maintenance and resolving customer service issues. Participate in interviewing, hiring, training, and evaluating branch staff. Position performs professional duties requiring the exercise of professional skill, initiative and independent judgment. Assignments are given in broad terms of general objectives and performed with administrative supervision only.

### **Essential Functions**

#### **Operations:**

1. Oversight of services and programs according to policies and procedures.
2. Interpret and implement policies and procedures for customers.
3. Provide staff training on aspects of quality service and resolve customer service issues.
4. Work at the reference desk, as scheduling requires.

#### **Management of Staff:**

1. Interview, hire, and evaluate branch staff.
2. Interpret and implement employment policies within the branch.
3. Review employee performance and recommend salary increases.
4. Address employee relations matters and manage corrective counseling.
5. Manage time and attendance at the branch.

#### **Collection Management:**

1. Oversee collection maintenance and weeding to generate space for new items.
2. Work closely with the Director of Collection Services to ensure the collection is current and useful materials are available.

#### **Budget:**

1. Participate in developing and monitoring branch budget for materials and technology.
2. Follow set procedures for handling fines, fees, and petty cash.
3. Determine adequate staffing for the branch and its impact on the personnel budget.

#### **Marketing and Community Relations:**

1. Responsible for marketing and promoting library materials and services both in the Branch and

in the community through presentations, promotions, and branch tours.

2. Participate in local, state, or national professional organizations.
3. Work cooperatively with local individuals and agencies in placing volunteers in useful positions in the branch.

### **Duties**

1. Work collaboratively with Library management.
2. Communicate effectively with staff at all levels.
3. Actively monitor library trends.
4. Participate in professional development and continuing education activities, including ongoing review of professional literature.
5. Attend meetings of Library staff as required.
6. Carry out duties in accordance with the Library's Code of Ethics.

### **Skills**

1. Extensive knowledge of library operations and technology, including library automation systems.
2. Proficiency with Microsoft Office suite, Google tools or other general office software.
3. Excellent verbal and written communication skills.
4. Strong technology skills, including the ability to learn new and changing technologies and to problem solve using a variety of devices and systems.
5. Ability to interact pleasantly and positively with customers and staff, and work effectively as part of a team.
6. Ability to manage, train, and direct the work of employees and volunteers.

### **Essential Physical Abilities - Accomplished with or without reasonable accommodation.**

1. Ability to sit or stand for long periods of time.
2. Sufficient clarity of speech and hearing to communicate well with staff and customers.
3. Sufficient vision to review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form.
4. Sufficient personal mobility to attend meetings at various locations within the Library.

### **Education and Experience**

1. Master of Library Science degree from an ALA-accredited program, required.
2. Three years of library management experience.
3. Extensive knowledge of the functions of public libraries.
4. Excellent communication, technology, and organizational skills.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.